



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: February 8, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 9, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, February 24, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM V

Personnel Services Manager  
Region 4/District 7/Administrative Services  
Highways  
Effingham

Attachments  
40755

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, February 24, 2016** , 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager V</b>	<b>Salary Range:</b>	<b>\$5,900 - \$10,005</b>
<b>Position Title:</b>	<b>Personnel Services Manager</b>	<b>Union Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-57-104-00-01</b>	<b>IPR#:</b>	<b>40755</b>

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#### Office/Central Bureau/District/Work Address:

Highways / District 7 / Bureau of Administration Services / 400 W. Wabash Ave, Effingham, IL

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#### Description Of Duties:

This position is responsible for all district personnel functions and ensures utilization of resources to accomplish district goals. This position provides assistance to district employees, local agencies, elected officials and the general public.

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#### Special Qualifications:

##### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business or human relations
- Seven years of experience in business or human relations or equivalent combination of experience and training; experience with personnel administration functions
- Ability to maintain harmonious relationship with employees and agency officials
- Ability to plan and direct efforts of employees in the efficient accomplishment of objectives

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 10, 2015	<b>POSITION:</b>	Personnel Services Manager
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Division of Highways/District 7
<b>CODE:</b>	PW415-23-57-104-00-01	<b>REPORTS TO:</b>	Administrative Services Manager

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***Position Purpose***

This position is accountable for all district personnel functions and exercises discretion to ensure utilization of resources to accomplish district goals. This position provides assistance to district employees, local agencies, elected officials and the general public.

***Dimensions***

Staff:	3 Direct, 4 Indirect
Annual Claims Investigations/Collection:	500-600/\$75,000 to \$150,000
Annual Safety Inspections:	250
Annual Health Insurance Inquiries:	500-600

***Nature and Scope***

This position reports to the Administrative Services Manager. Reporting to this position are the Safety & Claims Manager, Personnel Officer and the Employee Benefits Assistant.

This position is accountable for managing the district section which performs work governed by complex personnel policies/procedures, various laws/regulations involving recruitment, hiring, selection and placement of personnel within an organization that has union, nonunionized, professional and paraprofessional employees. Numerous layers of regulations involving executive orders, federal/state laws, Department of Central Management (DCMS) rules, departmental personnel policies and union contracts must be considered to ascertain which takes precedence in a conflict situation. The district is located in an area that is known for its strong union presence which requires sensitivity when communicating with various local and/or union officials. The incumbent is required to effectively communicate departmental positions/practices to all levels of employees, labor unions, applicants, local political leaders, employment applicants, various civic groups and the general public.

Typical problems include labor/union conflict, appropriate use of progressive discipline and the development of defense in areas of potential litigation. The greatest challenge is to ensure consistent application of policies/practices to personnel issues.

The incumbent is personally responsible for implementing and administering fair/consistent personnel policies and practices for the district. As a principal policy administrator, the incumbent maintains, interprets and implements personnel rules, policies and procedures. S/He recommends revisions of policy and attends meetings involving policy issues. This position deals continually with confidential information pertaining to district policies, personnel transactions and union matters. S/He gathers information for the bureau chief on confidential issues dealing with personnel policies and coordinates responses for these requests and issues. This position coordinates district headcount requirements and provides comprehensive reports with applicable staffing recommendations. S/He conducts interviews, recommends selection of candidates and coordinates temporary employment needs. This position administers salary guidelines by determining starting salaries; reviewing recommended promotion raises for compliance with the plan; reviewing salary inequities and recommending adjustments; and coordinating annual increases. S/He directs the development of position descriptions, reviews classification requests, maintains records of organizational structure/functions and recommends changes for improved organizational efficiency.

The incumbent administers the district Affirmative Action Program, maintaining documentation and preparing

applicable reports. S/He provides interpretation to management and/or employees on union contract issues; responds to union inquiries concerning various issues; conducts analysis of situations requiring corrective progressive disciplinary action and recommends appropriate action; investigates all 2nd level hearing grievances. This position supervises the preparation of all district personnel transactions; the preparation and maintenance of all personnel records; the preparation of district payrolls and the administration of employee benefit programs. The incumbent supervises workers' compensation and property damage claims activities. The incumbent supervises the Annual Safety Program and coordinates the departmental training programs for district personnel.

Responsibilities are accomplished with the assistance of the following:

*Safety & Claims Manager:* who is accountable for worker's compensation, immobile and mobile property damage, damage to third parties, Court of Claims investigations and the administration of the Freedom of Information Act and for developing and presenting safety programs.

*Personnel Officer:* who coordinates the District's payroll function and benefits program and provides support services to personnel and management in the areas of policy and procedure application, organization, staffing, salary administration, headcount monitoring, and other areas of employee services.

*Employee Benefits Assistant:* who acts as benefits coordinator administering benefits and processing personnel transitions as well as coordinating seasonal programs.

This position is given broad latitude and discretion in administering all personnel functions. Problems of a unique nature are presented to the supervisor with recommendations for solution. S/He makes recommendations for the hiring, firing, training and salary increases of staff. This position is constrained by district/departmental practices/policies, DCMS rules, union contracts, and applicable federal/state laws.

Internal contacts include employees at all levels throughout the district for the purpose of providing policy/contract interpretations, counseling or problem resolution, other district administrative/personnel managers, Central Highways Administration Staff, Office of Finance and Administration and Office of Chief Counsel staff. External contacts include: DCMS, State Employee Retirement System, Department of Human Rights and Equal Employment Opportunity Commission staff; various union representatives, elected officials, local agency personnel; various college and university staff; and the general public.

The effectiveness of this position is measured by the incumbent's ability to provide timely and quality personnel service to management and line employees in order to maximize effectiveness and efficiency of operations while minimizing potential adverse impacts and consequences to the district.

### ***Principal Accountabilities***

1. Directs the activities of the section including: classification/organizational issues, payroll processing, employee benefit programs, salary issues, and personnel transactions.
2. Implements/administers personnel policies and practices for the district; recommends revisions to policy; and attends meetings involving policy issues.
3. Gathers information of a confidential nature for the bureau chief and coordinates responses to inquiries on these issues.
4. Provides interpretation of union contracts to departmental management.
5. Conducts analysis of situations requiring corrective disciplinary action
6. Coordinates the annual safety program, the district Affirmative Action Program, and the departmental training program for district employees.

7. Supervises the district workers' compensation and property claim functions; represents the district in meetings and/or court hearings on issues pertaining to this function.
8. Train, motivates and evaluates staff.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.